

Date Rec'd: \_\_\_\_\_  
Rev: 030713



## CITY OF CHICOPEE, MASSACHUSETTS BASIC HIRING CHECKLIST

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Name: \_\_\_\_\_

- \_\_\_\_\_ 1. **Essential Hiring Form:** Used by Departments to initiate and seek approval to fill a position.
- \_\_\_\_\_ 2. **Position Posted/Advertised:** All positions must be posted for a minimum of seven (7) days, regardless of status. Employees that belong to the same bargaining unit as the open position are allowed ten (10) days to bid on the position.
- \_\_\_\_\_ 3. **Interviews / Candidate Chosen:** Internal/External candidates have been interviewed with a person chosen for the position.
- \_\_\_\_\_ 4. **Personnel Status Report:** Submitted to Human Resources with the chosen candidate's information and estimated start date.
- \_\_\_\_\_ 5. **Physical/Drug Screening:** The employee has completed a physical and drug screening by Human Resources **before** beginning work.
- \_\_\_\_\_ 6. **Payroll Information Submitted:** Payroll data has been completed and sent to the Auditing Department and Treasurer's Office **before** the employee's start date has been set.
- \_\_\_\_\_ 7. **New Employee Paperwork:** The employee has completed the New Employee Checklist and all applicable paperwork from Human Resources, Treasurer's Office and the Retirement Office.
- \_\_\_\_\_ 8. **Technology:** The supervisor has contacted the IT Department to arrange for any necessary technology and account setup.
- \_\_\_\_\_ 9. **Start Date:** All paperwork has been processed and physical/screening completed. The candidate has been notified of their start date and given new employee paperwork.

**EARLIEST START DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Comments:

Approved: \_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Auditing Department